



# **LOUISIANA BOARD OF REGENTS**

*Division of Academic Affairs*

*Guidelines and Forms for the (Re)authorization of an Academic/  
Research Unit (Centers and Institutes)*

## Preface

These guidelines pertain to proposals for new centers, institutes, and other similar academic/research units (both intra- and inter-institutional) that are organized and structured around a broad-ranging, interdisciplinary **research** effort. Additionally, entities that have been granted conditional or full approval by the Board of Regents and are seeking further authorization for continued approval shall adhere to these guidelines. Proposed units which are projected to serve a purely **service** function unrelated to any administrative or research purpose do not need to seek Board of Regents' approval. Any question as to whether a proposed unit is or is not academic/research in function should be discussed with the Staff of the Division of Academic Affairs.

The following definitions shall apply:

### Center

The primary purpose of a center is to **conduct research**, but closely related academic or public service activities may also be included. A center typically resides within an existing academic unit (College, Department, etc.) and reports to the head of that unit, but may cross college lines and report to a senior academic officer. A center is not directly involved in the offering of courses for credit or degree programs. A center may also serve as a formalized link between the academic community and the professional community. A center should also facilitate efforts of the institution to attract external funding for related research.

### Institute

The primary purpose of an institute is to **conduct research and offer associated instruction**, but closely related academic or public service activities may also be included. An institute is typically an autonomous unit which reports directly to an academic dean or chief academic/research officer. An institute may serve as a formalized link between the academic community and the professional community. An institute may independently offer courses for credit and/or degree programs. An institute should also facilitate efforts of the institution to attract external funding for related research.

## **Procedures**

Procedures for application of a new research unit shall vary depending upon the **funding source(s)**:

### **A. Conditional (One-Year) Approval (Complete “Form A”)**

Research units which are funded initially with: a) only state/institutional revenues; and b) a combination of state and external / “non-state” monies may request conditional approval for up to one year. For the purposes of these Guidelines only, external / “non-state” funds shall include monies obtained through matching commitments from internal reallocations, federal grant/governmental agencies and departments, private business and industry, private non-profit agencies, and Regents’ Sponsored Programs (Support Fund, CITAL, Health Excellence, etc.). If upon expiration of the period of conditional approval, the affected institution decides to seek full approval, then that institution will be required to submit a request for full approval (see Form B, including comprehensive budgets for each year that approval is being sought). If an institution fails to submit the required full proposal by the date specified, the conditionally approved unit shall cease to exist. Under special circumstances, an extension of the period of conditional, one-year approval may be considered (the Board of Regents will consider extensions of this nature only once).

### **B. Full Approval (Complete “Form B”)**

Research units which are funded entirely with external / “non-state” monies may request approval for up to five years. For the purposes of these Guidelines only, external / “non-state” funds shall include monies obtained through matching commitments from internal reallocations, federal grant/governmental agencies and departments, private business and industry, private non-profit agencies, and Regents’ Sponsored Programs (Support Fund, CITAL, Health Excellence, etc.). If upon expiration of the period of full approval, the affected institution decides to seek a longer period of full approval, then that institution will be required to submit a request for continued full approval (see Form C, including comprehensive budgets for each year that approval is being sought). If an institution fails to submit the required, continuation request by the date specified, the unit shall cease to exist.

### **C. Continued Full Approval Units (Complete “Form C”)**

Research units which have previously been granted full approval by the Board of Regents and wish to continue operations/activities beyond its original term of approval must submit a request for continued approval (see Form C, including comprehensive budgets for each year that additional approval is being sought).